

***Bi-Weekly Project Status Report***  
***3/11/2016 – 3/25/2016***

***Submitted by Auxiliary Services, IT***

***Submitted On 3/25/2016***

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## 1 Discovery Project Summary

Priority	Project Name	Requestor	Description
1	COL – Coliseum Website – Phase6 Enhancements	Joe Furin	Add new features such as photo gallery, photo albums, interactive discussion blog, history timeline, private events and tours page
1	USC –Admin Ops (CAPS) Event Planning Website	Mark Ewalt	Rewrite the existing Event Planning Website, written by Admin Ops (CAPS), used by USG, FMS, DPS, Fire & Safety, USC Hospitality, USC Transportation, Campus Filming, Protocol & Events, and Student Affairs.
1	HSP – Add POS terminals to University Club and Camilleri Café	Dirk de Jong	Purchase and implement necessary POS hardware for HSP operations.
1	AS IT Asset management	Frank Juarez	Work with Business Units and Accounting to implement a Asset management program
1	HOU - Create a Mobile Website for Housing	Keenan Cheung	Implement a mobile website for USC Housing
1	TSP – Online Daily Reservation Edits/Deletes	Tony Mazza	Update Online Daily Reservation System so that users are able to edit and delete their existing reservations (with integration to T2)
1	BKS – Mobile app for catalog	Darren James	Create a mobile app for catalog
1	HOU – Printer Account Management	Keenan Cheung	Authenticate Housing students and manage print services in Housing customer service location.
2	BKS – Additional USCard payment option on BKS website	Rehab Khouri	Add USCard payment option to the USC Bookstore website
2	COL – Mobile Website	Joe Furin	Create a mobile website for Los Angeles Memorial Coliseum & Sports Arena
2	HR – Create a new website for AUX Careers	Barbara Sladeck	The aux careers page on aux.usc.edu needs a revamp. Create a new website for AUX Careers.
2	HSP – Rewrite The Lab website	Erika Chesley	Rewrite The Lab website using the same template as The Edmondson
2	HSP – Rewrite Moreton Fig Website	Erika Chesley	Rewrite Moreton Fig website to make it similar to the Edmondson
2	HOU – Implement Meeting Room tablets	Keenan Cheung	Mount tablets to each meeting room door so requesters can view availability

3	UCP – Online Copyright Clearance Center	Darren James	Offer online solution to replace the current software that was initially written around 1990 in older version of VR, which now has limitations that either makes it impossible or difficult to incorporate new functions and to streamline daily functions with CCC.
3	HSP – Create a Mobile App	Kris Klinger	Create a mobile app for USC Hospitality
3	BKS – Redesign Gamble House Bookstore	Darren James	Gamble House website is changed with the new design so the bookstore would like to match the Gamble House bookstore website to the Gamble House website
3	AS Energy Consumption Data Repository	Mark Ewalt	Create a data repository to collect historical energy usage for historical/as hoc reporting purposes
3	AS – Add eCommerce to Figueroa Press	Darren James	Currently Figueroa Press users USC Bookstore’s eCommerce website to purchase books from Fig Press website. Figueroa Press would like to add eCommerce functionality to their website.
3	BKS – Update Fig Press Website	Tiffany Quon	Update Figueroa Press Website to add a section for upcoming Books
TBD	SS – New Website for Trademarks & Licensing	Matt Curran	Create a new website for Trademarks & Licensing

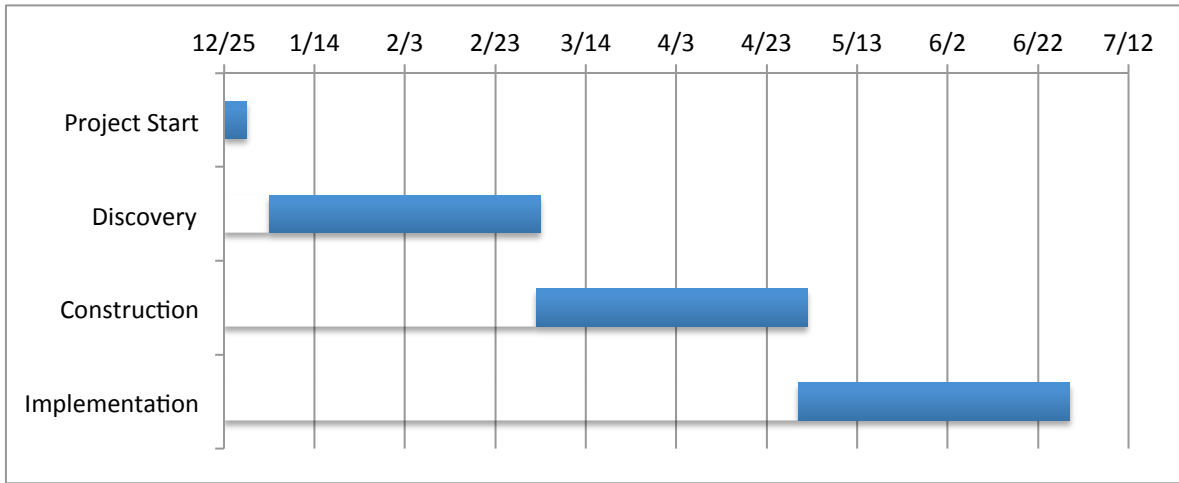
**2 Active Project Summary**

<b>Project</b>	<b>Project Name</b>	<b>Status</b>	<b>Assessment</b>
3	HSP – Sprinkles ATM Installation	<b>On Target</b>	Target Project Completion Date – 6/30/2016
4	RAD – Hotel Wireless Upgrade	<b>On Target</b>	Target Project Completion Date – 6/30/2016
5	BKS – Integration with Apple for Device Enrollment Program	<b>On Target</b>	Target Project Completion Date – 6/30/2016
6	HSP – Fertitta Café POS Implementation	<b>On Target</b>	Target Project Completion Date – 6/20/2016
7	AS IT – Disaster Recovery (DR) Planning	<b>On Target</b>	Target Project Completion Date – 12/31/2016
8	RAD – Information Digital Display Implementation	<b>Concern</b>	Target Project Completion Date – 3/31/2016
9	BKS – POS Vendor Selection Process (RFI)	<b>On Target</b>	Target Project Completion Date – *Q2 2016
10	AS – 2016 Pre-Audit PCI Assessment	<b>On Target</b>	Target Project Completion Date – 3/30/2016
11	TSP – Replace T2 Payment Gateway	<b>Concern</b>	Target Project Completion Date – 6/30/2016
12	SS – AS DataMart Discovery Project	<b>Concern</b>	Target Project Completion Date – 4/30/15
13	HSP – Event Planning Website	<b>On Target</b>	Target Project Completion Date – 6/30/15
14	TSP – Update Transportation App for IOS and Android	<b>On Target</b>	Target Project Completion Date – 4/30/2016
15	SS – Kronos Timekeeping Scheduler Module Implementation	<b>On Target</b>	Target Project Completion Date – 6/20/2016

**3 HSP – Sprinkles ATM Installation**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>
<b>IT Project Manager: Frank Juarez</b>	<b>Business Project Owner: Dirk De Jong</b>	
<b>Start Date: 12/25/2015</b>	<b>Target Completion Date: 6/30/2016</b>	
<p>Hospitality is in the process of entering an agreement with Sprinkles Cupcakes to install a cupcake “ATM” in the outside entrance of the USC UPC Bookstore. The ATM will be a stand-alone unmanned (automated) Kiosk to dispense cupcakes 24x7.</p> <p>The initial phase of this project will install the Kiosk, address PCI requirements, and take credit cards as the only tender. USCard will be considered for a second phase implementation.</p>		
<b>Accomplishments (for previous two weeks)</b>		
<ul style="list-style-type: none"> <li>Met with ITS to discuss datacomm needs</li> </ul>		
<b>Planned for Next Two Week</b>		
<ul style="list-style-type: none"> <li>Meet with ITS to discuss Datacomm vendor recommendation and SLA agreement</li> <li>Meet with DPS to discuss camera installation for ATM</li> <li>Set up meeting with Sprinkles IT to discuss open issues</li> </ul>		
<b>Open Issues</b>		
<ul style="list-style-type: none"> <li>USC Hospitality is in the process of negotiating a signed agreement. A signed agreement will be necessary to begin the installation</li> <li>Datacomm line support has been identified as an issue. Sprinkles does not have the resources to support a line outside of their stores.</li> </ul>		

Milestones



4 RAD – Hotel Wireless Upgrade

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Frank Juarez</b>		<b>Business Project Owner: Dirk De Jong</b>	
<b>Start Date: 1/25/2015</b>		<b>Target Completion Date: 6/30/2016</b>	
<p>The Radisson Midtown Hotel at USC has initiated a project to upgrade the wireless for their common areas, ballrooms, meeting rooms and guest rooms. The current wireless solution was installed 6 years ago and is outdated due to equipment obsolescence and increase consumer demand for wireless services.</p> <p>The Hotel has engaged two Wireless Vendors and will be asking USC ITS to submit a proposal. The scope of this project is to solicit and review proposals and replace the existing wireless system with a dedicated wireless network that has the capability to authenticate guests and charge for value added wireless access.</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Received proposal for communications (Vendor 1)</li> <li>• Conducted walkthrough with Hospitality Wi-Fi (Vendor 2)</li> <li>• Met with Aruba (Campus wireless provider) and ITS to discuss a ITS/AS IT supported proposal</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Receive Hospitality proposal</li> <li>• Review all proposals</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			
<b>Milestones</b>			
<ul style="list-style-type: none"> <li>• TBD</li> </ul>			



**5 BKS – Integration with Apple for Device Enrollment Program**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Sonali Bodiwala</b>		<b>Business Project Owner: Rehab Khouri</b>	
<b>Start Date: 03/24/2016</b>		<b>Target Completion Date: 6/30/2016</b>	
<p>The Device Enrollment Program (DEP) provides a fast, streamlined way to deploy the corporate-owned Mac or iOS devices, when purchased through USC Computer Store. The Device Enrollment Program simplifies initial setup by automating Mobile Device Management (MDM) enrollment and supervision of devices during activation, enabling the departments to manage the devices without touching them.</p> <p>The Computer Store would like to enable the DEP when departments purchase Mac devices. This will generate additional revenues for the computer store.</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Met with the bookstore to review requirements</li> <li>• Created workflow document for the bookstore to review</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Have Apple signoff on the workflow document</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			
<b>Milestones</b>			
<ul style="list-style-type: none"> <li>• TBD</li> </ul>			

**6 HSP – Fertitta Café POS Implementation**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>
<b>IT Project Manager: Ruben Khudaverdyan</b>	<b>Business Project Owner: Deepal Jayasooriya</b>	
<b>Start Date: 03/21/2016</b>	<b>Target Completion Date: 6/20/2016</b>	
<p>USC Hospitality will be opening a new retail venue Fertitta Café in the Marshall School of Business. Aux IT will be a member of a project team, which will be managed by USC Hospitality. The project team will oversee the progress and the completion of the project. Aux IT will be responsible for the identified and the assigned tasks that include POS hardware, office desktop and Kronos device implementation.</p>		
<b>Accomplishments (for previous two weeks)</b>		
<ul style="list-style-type: none"> <li>Project Start</li> </ul>		
<b>Planned for Next Two Week</b>		
<ul style="list-style-type: none"> <li>Meet with the project team and review IT requirements for this project</li> <li>Site walkthrough</li> <li>Scope document</li> <li>Hardware quote</li> </ul>		
<b>Open Issues</b>		
<ul style="list-style-type: none"> <li>N/A</li> </ul>		
<b>Milestones</b>		
<ul style="list-style-type: none"> <li>TBD</li> </ul>		

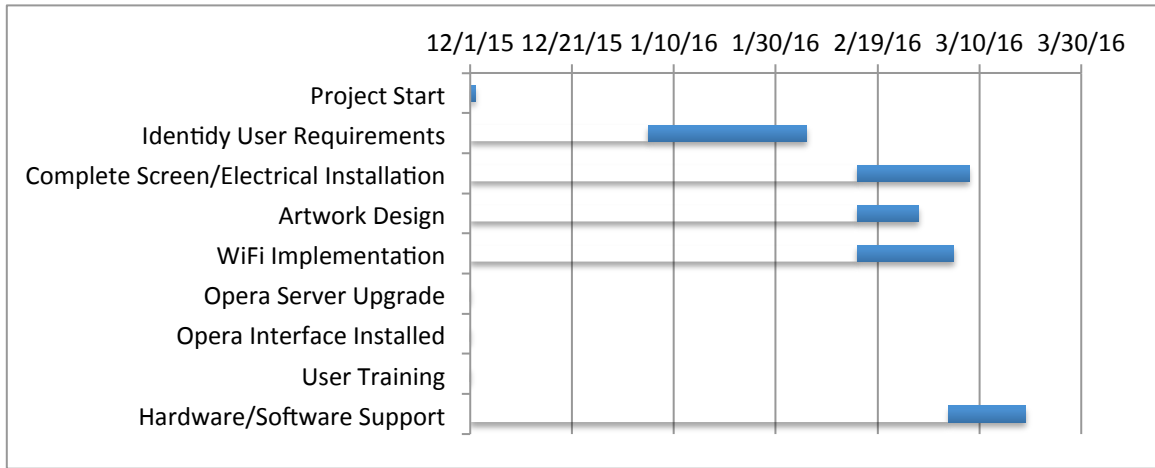
7 ASIT – Disaster Recovery Planning

<b>Project Description</b> <input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>																			
<b>IT Project Manager: Salvador Manzo</b>	<b>Business Project Owner: Frank Juarez</b>																		
<b>Start Date: 1/1/16</b>	<b>Target Completion Date: 12/31/16</b>																		
<p>As part of the University’s global Business Continuity Planning initiative, develop and test a data recovery plan for primary services and storage. Phases include – (1) deploying and testing a global backup solution for ASIT servers, (2) deploying and testing a remote monthly backup replication system at the SunGard Arizona facility, and (3) testing bare metal restore capabilities.</p>																			
<b>Accomplishments (for previous two weeks)</b>																			
<ul style="list-style-type: none"> <li>• Add storage to backup solution</li> <li>• Install agents for primary file server cluster</li> </ul>																			
<b>Planned for Next Two Week</b>																			
<ul style="list-style-type: none"> <li>• Test backup and restore functionality of file server cluster</li> <li>• Add Hyper-V server cluster agents</li> <li>• Verify backup processing of Hyper-V cluster storage</li> <li>• Prioritize line of business, non-clustered servers for agent deployment</li> <li>• Publish line of business, non-clustered servers projected agent deployment calendar (3/18 target)</li> </ul>																			
<b>Open Issues</b>																			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>																			
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<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Install and onfigure local storage</td> <td>1/1/16</td> <td>7/19/16</td> </tr> <tr> <td>Deploy and test server agents</td> <td>1/1/16</td> <td>7/19/16</td> </tr> <tr> <td>Install and configure Sungard backup</td> <td>1/1/16</td> <td>7/19/16</td> </tr> <tr> <td>Install and configure SEP Bare Metal</td> <td>7/19/16</td> <td>2/4/17</td> </tr> <tr> <td>Long Term Planning</td> <td>7/19/16</td> <td>4/15/19</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	Install and onfigure local storage	1/1/16	7/19/16	Deploy and test server agents	1/1/16	7/19/16	Install and configure Sungard backup	1/1/16	7/19/16	Install and configure SEP Bare Metal	7/19/16	2/4/17	Long Term Planning	7/19/16	4/15/19
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Long Term Planning	7/19/16	4/15/19																	

**8 RAD – Information Digital Display Implementation**

<b>Project Description</b>		<input type="checkbox"/> <b>On Target</b> <input checked="" type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Ruben Khudaverdyan</b>		<b>Business Project Owner: Dirk de Jong</b>	
<b>Start Date: 12/1/2015</b>		<b>Target Completion Date: 3/31/2016</b>	
<p>With the need to replace the existing “Informational Stands” that display daily meeting, conference and banquet rooms information, Radisson Hotel contracted with AVI and 22Miles to implement digital signage software that would allow the hotel staff to manage the information via digital screens. Additionally, AVI has been contracted as well to install the necessary hardware for the digital display. The new digital signage displays will enhance the delivery of the information and improve the overall customer experience.</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Completed design</li> <li>• Approved concept</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• AVI to complete installation and test the content.</li> <li>• All work is scheduled to be completed work by 2/28</li> <li>• Training scheduled for the week of 2/28</li> <li>• Go-Live</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• Received Opera PMS upgrade quote from Oracle, but the upgrade is not yet released due to bugs identified in the system.</li> <li>• Oracle is recommending to move Opera PMS to SaaS under Oracle support.</li> <li>• The hotel will need a Carlson approval to keep the Opera server on premise. Carlson has initiated a request to their senior management for the approval.</li> <li>• The hotel will be updating the screen manually until the upgrade and interface issue is resolved.</li> </ul>			

Milestones



9 BKS – POS Vendor Selection Process (RFI)

Project Description <span style="float: right;">☒ On Target   ☐ Concern   ☐ Warning</span>																						
IT Project Manager: Ruben Khudaverdyan	Business Project Owner: Darren James																					
Start Date: 11/2/2015	Target Completion Date: *Q2 2016																					
<p>USC Bookstore has requested Auxiliary Services IT to create and submit a request for information (RFI) to USC Purchasing to replace the existing Point of Sale Solution that is currently being supported by Ratex Business Solutions.</p> <p>The first phase of this project will be the vendor selection process, which will be based on the feedback received from the RFI.</p>																						
Accomplishments (for previous two weeks)																						
<ul style="list-style-type: none"> <li>Completed the RFI based on new requirements.</li> </ul>																						
Planned for Next Two Weeks																						
<ul style="list-style-type: none"> <li>Complete review of the new RFI and submit it to USC Purchasing</li> </ul>																						
Open Issues																						
<ul style="list-style-type: none"> <li>N/A</li> </ul>																						
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<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>RFI Created</td> <td>11/10</td> <td>12/10</td> </tr> <tr> <td>Internal RFI Review</td> <td>12/10</td> <td>1/19</td> </tr> <tr> <td>Vednot Selection</td> <td></td> <td></td> </tr> <tr> <td>System Demo</td> <td></td> <td></td> </tr> <tr> <td>Feedback Review &amp; Vendor Selection</td> <td></td> <td></td> </tr> <tr> <td>Finalize Vendor Selection Process</td> <td></td> <td></td> </tr> </tbody> </table>		Milestone	Start Date	End Date	RFI Created	11/10	12/10	Internal RFI Review	12/10	1/19	Vednot Selection			System Demo			Feedback Review & Vendor Selection			Finalize Vendor Selection Process		
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**10 AS – 2016 Pre-Audit PCI Assessment**

Project Description <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Concern <input type="checkbox"/> Warning	
IT Project Manager: Frank Juarez	Business Project Owner: Dan Stimmler
Start Date: 11/1/2015	Target Completion Date: 3/30/2016
<p>USC is considered a level 2 Merchant and as such is required to complete an annual Payment Card Industry (PCI) yearly assessment by an external Qualified Security Assessor.</p> <p>The scope of this project is to work with all credit card processing Business Units (BKS, COL, HOU, HSP, RAD, TRX) and ensure that any new credit card processes are appropriately documented and follow PCI data security standards. Ensure all new 3.1 PCI Data Security Standards are being followed and that all PCI recurring processes are also being followed as documented and reported in previous years</p>	
Accomplishments (for previous two weeks)	
<ul style="list-style-type: none"> <li>• Successfully completed Transportation QSA on-site review</li> <li>• Began work on SAQ “B” Questionnaires for Housing and Coliseum/Sports Arena Ticketing Office</li> <li>• Continued on remediation items for the Bookstore, Radisson, and Hospitality units</li> </ul>	
Planned for Next Two Week	
<ul style="list-style-type: none"> <li>• Prepare for SAQ A/B QSA on-site visit (HOU, COL)</li> <li>• Finalize remaining remediation items</li> <li>• Procure AppScan PCI tool</li> </ul>	
Open Issues	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
Milestones	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	

**11 TSP – Replace T2 Payment Gateway**

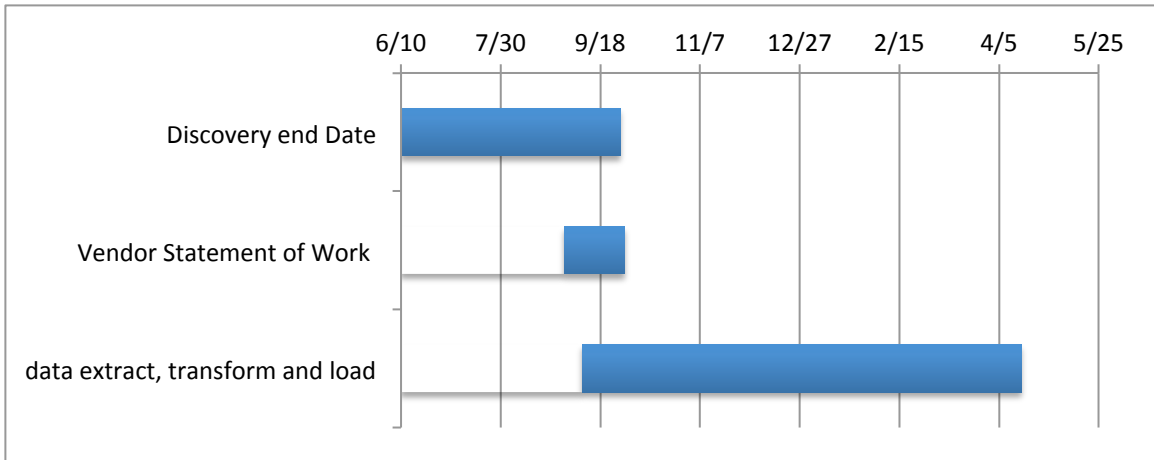
<b>Project Description</b>		<input type="checkbox"/> <b>On Target</b> <input checked="" type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Sonali Bodiwala</b>		<b>Business Project Owner: Michelle Garcia</b>	
<b>Start Date: 9/9/2015</b>		<b>Target Completion Date: 6/30/2016</b>	
<p>Currently we use T2’s payment gateway for payments from the website (T2). We have been notified by T2 that their product will have an end of life soon. This project is to replace T2 payment gateway with CyberSource</p>			
<b>Accomplishments (for previous two weeks)</b>			
<p>Information sent to purchasing</p>			
<b>Planned for Next Two Weeks</b>			
<ul style="list-style-type: none"> <li>Once the agreement is signed, create a test account on Cybersource</li> <li>Set up a meeting with T2.</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>Unless the account is setup, we cannot move forward.</li> <li>CyberSource Legal team in reviewing contact changes requested by USC</li> </ul>			
<b>Milestones</b>			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			



**12 SS – AS DataMart Discovery Project**

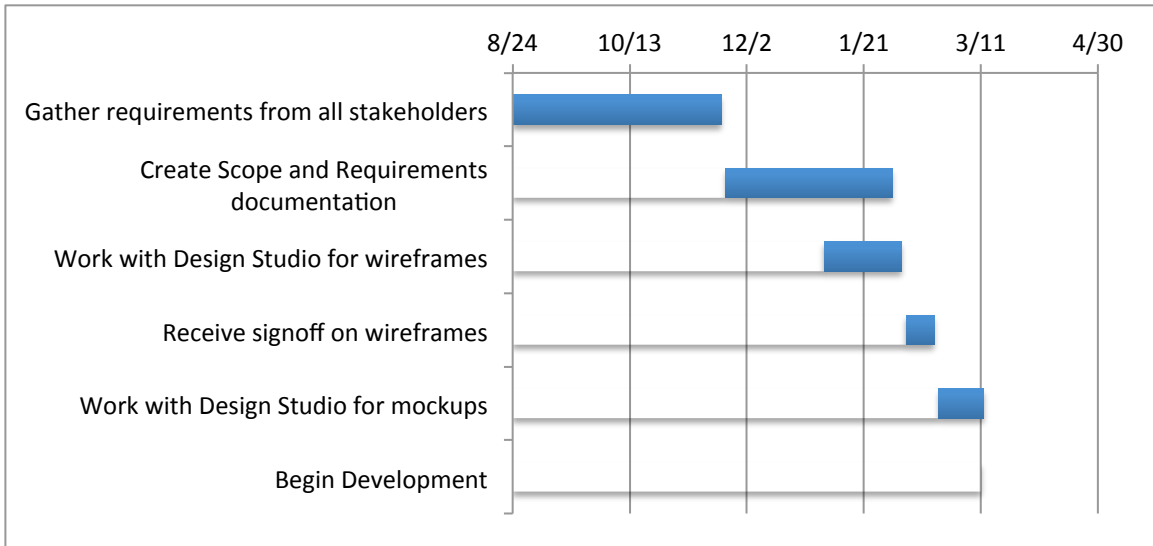
<b>Project Description</b>		<input type="checkbox"/> On Target <input checked="" type="checkbox"/> Concern <input type="checkbox"/> Warning
<b>IT Project Manager: Frank Juarez</b>	<b>Business Project Owner: Mark Ewalt</b>	
<b>Start Date: 6/10/2015</b>	<b>Target Completion Date: 4/30/2016</b>	
<p>Auxiliary Services management has expressed a desire to create a flexible reporting environment that will take data from Auxiliary Services source systems and load it into a flexible reporting data environment.</p> <p>The scope of this project is to work with a consulting organization (Data41) to perform discovery on the various data sources for Auxiliary Services and to create a detailed plan and tools recommendation to build an Auxiliary Services DataMart Reporting environment. The initial target data sources for the first phase of this project are the Agilysys POS, KRONOS timekeeping, and CAPS cost of goods system.</p>		
<b>Accomplishments (for previous two weeks)</b>		
<ul style="list-style-type: none"> <li>• Microsoft and ITS have resolved Production (VPN) issue for production Azure</li> <li>• Received approval from Director’s team to proceed with Phase II (SOW) of the Datamart</li> </ul>		
<b>Planned for Next Two Week</b>		
<ul style="list-style-type: none"> <li>• Meet with Tapingo to finalize data extract requirement</li> <li>• Implement Tapingo ETL in development environment</li> <li>• Finalize Phase II SOW</li> <li>• Begin configuring Production Azure environment</li> </ul>		
<b>Open Issues</b>		
<ul style="list-style-type: none"> <li>• <b>** This issue has been resolved and will be deleted next reporting period **. ITS has reassigned resources for the Azure USCNet connectivity to other projects. These resources are needed to complete the secure connection for our production server implementation</b></li> <li>• Agilysys has not yet began daily updates with no target date identified</li> <li>• Tapingo is not returning emails to further discuss the Datamart feed. Frank will escalate to Tapingo Account Management</li> </ul>		

**Milestones**



**13 HSP – Event Planning Website**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Sonali Bodiwala</b>		<b>Business Project Owner: Angela DiBenedetto</b>	
<b>Start Date: 5/15/2015</b>		<b>Target Completion Date: 6/30/2016</b>	
<p>Create a new website for Hospitality to manage event planning, to streamline the process. Events are created from Admin Ops website. Currently, hospitality manages these events manually through individual email client, which makes it difficult to audit/track events and missing information.</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Received map of Hahn Plaza from FMS.</li> <li>• V2 of Scope document sent to stakeholders</li> <li>• Contacted EMS for their API</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Feedback received from stakeholders</li> <li>• Mockups received from Design Studio</li> <li>• Get signoff for mockups and scope</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			
<b>Milestones</b>			
<ul style="list-style-type: none"> <li>• TBD</li> </ul>			



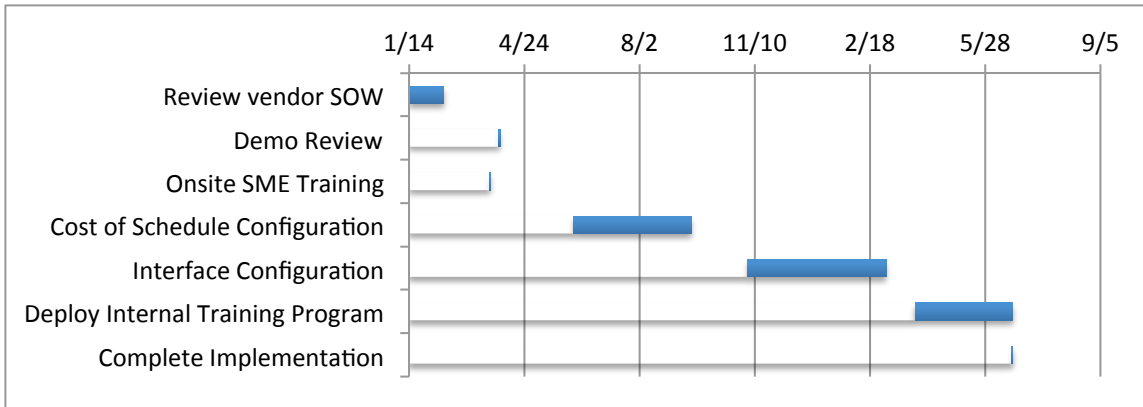
**14 TSP – Update Transportation App for iOS and Android**

<b>Project Description</b> <input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>																															
<b>IT Project Manager: Sonali Bodiwala</b>	<b>Business Project Owner: Tony Mazza</b>																														
<b>Start Date: 3/1/2015</b>	<b>Target Completion Date: 4/30/2016</b>																														
Add HSC routes, additional functionality (metro, metrolink, LADOT integration, redesign, optimize for new devices)																															
<b>Accomplishments (for previous two weeks)</b>																															
<ul style="list-style-type: none"> <li>No Actions</li> </ul>																															
<b>Planned for Next Two Week</b>																															
<ul style="list-style-type: none"> <li>Set up a meeting with user to review the feedback and make necessary changes</li> <li>Receive signoff from users to launch iOS app</li> <li>Once iOS app is approved, send to iTunes App Store</li> <li>Release android app to users to test and get their signoff</li> </ul>																															
<b>Open Issues</b>																															
<ul style="list-style-type: none"> <li>Due to resource availability, the target completion date is moved to 4/30</li> </ul>																															
<b>Milestones</b>																															
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Send Android App to users to test	11/24	12/1																													
Launch Android App	12/8	12/15																													

**15 SS – KRONOS Timekeeping – Scheduler Module Implementation**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Ruben Khudaverdyan</b>		<b>Business Project Owner: Barbara Sladeck</b>	
<b>Start Date: 1/14/2015</b>		<b>Target Completion Date: 6/20/2016</b>	
<p>The AS business units have a complex and dynamic work schedule process. There is a need to have greater visibility for both the planning of work schedules and to dynamically assign employees to these schedules.</p> <p>The scope of this project is to work with the AS IT Payroll team to define requirements and to implement the KRONOS work-scheduling package. This will include updating of the KRONOS timekeeping system and the time clocks to integrate with this new functionality</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Installed Firefox 41 and Java update on Aux Payroll Team desktops</li> <li>• Updated Implementation timeline</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• Purchase additional Scheduler licenses</li> <li>• Pending ‘break posting’ approval from compliance</li> <li>• Schedule Dev./Prod refresh</li> <li>• User Sign-Off</li> <li>• First location Go-Live is scheduled for 4/4/2016</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

Milestones



**16 AS – Auxiliaries IT Business Continuity Plan (BCP)**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>
<b>IT Project Manager: Ruben Khudaverdyan</b>	<b>Business Project Owner: Mark Ewalt</b>	
<b>Start Date: 2/29/2016</b>	<b>Target Completion Date: **Completed**</b>	
<p>University has recently passed an initiative for departments to create a business continuity plan (BCP) and an IT disaster recovery plan (DRP).</p> <p>The Purpose of this project is to prepare and update documentation that would support the overall Aux BCP.</p>		
<b>Accomplishments (for previous two weeks)</b>		
<ul style="list-style-type: none"> <li>Reviewed existing BCP</li> <li>Completed updating documentation</li> <li>Met with business units and review their BCP</li> </ul>		
<b>Planned for Next Two Week</b>		
<ul style="list-style-type: none"> <li>N/A</li> </ul>		
<b>Open Issues</b>		
<ul style="list-style-type: none"> <li>N/A</li> </ul>		
<b>Milestones</b>		
<ul style="list-style-type: none"> <li>TBD</li> </ul>		



17 BKS – Create a Mobile Friendly Website

<b>Project Description</b> <input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>																						
<b>IT Project Manager: Sonali Bodiwala</b>	<b>Business Project Owner: Holly Bedwell</b>																					
<b>Start Date: 5/1/2015</b>	<b>Target Completion Date: **Completed**</b>																					
<p>With the recent changes on 4/21 to Google’s search engine, if a website is not ‘mobile friendly’, it may not show up on Google’s search results or may be displayed with lower score.</p> <p>The Scope of this project is to create a mobile friendly website for USC Bookstore.</p>																						
<b>Accomplishments (for previous two weeks)</b>																						
<ul style="list-style-type: none"> <li>Changes were pushed to live on 3/21</li> </ul>																						
<b>Planned for Next Two Week</b>																						
<ul style="list-style-type: none"> <li>N/A</li> </ul>																						
<b>Open Issues</b>																						
<ul style="list-style-type: none"> <li>N/A</li> </ul>																						
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Milestone	Start Date	End Date																				
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Bug fixes	11/19	1/8																				
QA after bug fixes	1/8	2/27																				
Prepare Live Environment	2/27	4/17																				
Go Live	4/17	6/6																				

18 BKS – Online Computer Store

Project Description <span style="float: right;">☒ On Target   ☐ Concern   ☐ Warning</span>																						
IT Project Manager: Sonali Bodiwala	Business Project Owner: Rehab Khouri																					
Start Date: 04/24/2015	Target Completion Date: **Completed**																					
<p>Computer Store would like to sell apple products online where customers will be required to enter a 10 digit USCID or the year they graduated for record purposes. At this time the gathered information will not be verified by the computer store.</p> <p>The look and feel will not change for the website in this phase.</p>																						
Accomplishments (for previous two weeks)																						
<ul style="list-style-type: none"> <li>Changes were pushed to live on 3/21.</li> </ul>																						
Planned for Next Two Week																						
<ul style="list-style-type: none"> <li>N/A</li> </ul>																						
Open Issues																						
<ul style="list-style-type: none"> <li>N/A</li> </ul>																						
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Prep VR & Go Live	6/6	6/6																				

19 RAD – Delphi Implementation

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>																			
<b>IT Project Manager: Ruben Khudaverdyan</b>		<b>Business Project Owner: Dirk de Jong</b>																			
<b>Start Date: 12/1/2015</b>		<b>Target Completion Date: **On Hold**</b>																			
<p>The Radisson Mid-Town Hotel has requested AS IT to implemented a Delphi catering solution. In addition, the scope of the implementation will extend to University Park and Health &amp; Science Campuses. The project will involve the implementation of one catering solutions that would be visible to other catering departments within USC Hospitality.</p>																					
<b>Accomplishments (for previous two weeks)</b>																					
<ul style="list-style-type: none"> <li>Reviewed hardware pricing with Oracle</li> </ul>																					
<b>Planned for Next Two Week</b>																					
<ul style="list-style-type: none"> <li>Pervious Oracle quote has expired and will need to obtain a new one.</li> <li>Once a PO has is issued, the project will be moved to the “In Flight” category, scope document produced and a recurring meeting will be scheduled with project team members.</li> </ul>																					
<b>Open Issues</b>																					
<ul style="list-style-type: none"> <li>N/A</li> </ul>																					
<b>Milestones</b>																					
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Project Start</td> <td>12/1</td> <td>1/10</td> </tr> <tr> <td>Discovery</td> <td>1/10</td> <td>2/19</td> </tr> <tr> <td>Demo</td> <td>2/19</td> <td>2/19</td> </tr> <tr> <td>User Requirements</td> <td>2/19</td> <td>3/10</td> </tr> <tr> <td>Proposal Review</td> <td>3/10</td> <td>3/30</td> </tr> </tbody> </table>				Milestone	Start Date	End Date	Project Start	12/1	1/10	Discovery	1/10	2/19	Demo	2/19	2/19	User Requirements	2/19	3/10	Proposal Review	3/10	3/30
Milestone	Start Date	End Date																			
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Discovery	1/10	2/19																			
Demo	2/19	2/19																			
User Requirements	2/19	3/10																			
Proposal Review	3/10	3/30																			

20 RAD – Guestware Integration (CRM)

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>																
<b>IT Project Manager: Ruben Khudaverdyan</b>		<b>Business Project Owner: Deepal Jayasooriya</b>																
<b>Start Date: 10/7/2015</b>		<b>Target Completion Date: **On Hold**</b>																
<p>Radisson Hotel has decided to implement a Customer Relationship Management (CRM) software from Guestware in order to improve the overall guest experience</p> <p>AS IT will be working with the vendors to implement the solution while maintaining PCI Compliance.</p>																		
<b>Accomplishments (for previous two weeks)</b>																		
<ul style="list-style-type: none"> <li>Reviewed requirements for implementation</li> </ul>																		
<b>Planned for Next Two Weeks</b>																		
<ul style="list-style-type: none"> <li>Meet with Oracle and review cloud vs. local implementation</li> <li>Aux IT to review connectivity with Oracle, Guestware in the Cloud, PBX, including VPN connectivity Guestware need with Oracle.</li> <li>Once project is approved scope document will be produced and a recurring meeting will be scheduled with members of the team.</li> </ul>																		
<b>Open Issues</b>																		
<ul style="list-style-type: none"> <li>N/A</li> </ul>																		
<b>Milestones</b>																		
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>SOW Review</td> <td>1/18</td> <td>1/28</td> </tr> <tr> <td>Budget Review</td> <td>1/18</td> <td>3/28</td> </tr> <tr> <td>Schedule Implementation</td> <td></td> <td></td> </tr> <tr> <td>Implementation Complete</td> <td></td> <td></td> </tr> </tbody> </table>				Milestone	Start Date	End Date	SOW Review	1/18	1/28	Budget Review	1/18	3/28	Schedule Implementation			Implementation Complete		
Milestone	Start Date	End Date																
SOW Review	1/18	1/28																
Budget Review	1/18	3/28																
Schedule Implementation																		
Implementation Complete																		

21 BKS – VR P2PE Pin Pad Implementation

<b>Project Description</b> <input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>													
<b>IT Project Manager: Ruben Khudaverdyan</b>	<b>Business Project Owner: Darren James</b>												
<b>Start Date: 7/27/2015</b>	<b>Target Completion Date: Q3 **On Hold**</b>												
<p>Ratex Business Solutions RBS has informed USC that they will be offering a modular Point-2-Point-Encryption (P2PE) solution for their Visual Ratex POS solution</p> <p>Some of the spoils of moving to P2PE solutions are the reduction of PCI scope and exposure. With the Implementation of P2PE pin pad terminals USC Bookstore will be able to reduce its PCI complexity from a Level D (most complex) to a medium level complexity</p>													
<b>Accomplishments (for previous two weeks)</b>													
<ul style="list-style-type: none"> <li>• Project Start</li> <li>• Meet with business unit to review proposal</li> </ul>													
<b>Planned for Next Two Week</b>													
<ul style="list-style-type: none"> <li>• Review feedback with the vendor and discuss implementation timeline</li> </ul>													
<b>Open Issues</b>													
<ul style="list-style-type: none"> <li>• **Reviewing other POS solutions**</li> </ul>													
<b>Milestones</b>													
<table border="1"> <caption>Milestone Schedule</caption> <thead> <tr> <th>Milestone</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Vendor SOW Review</td> <td>7/27</td> <td>8/16</td> </tr> <tr> <td>Vision &amp; Scope Doc</td> <td>8/16</td> <td>9/5</td> </tr> <tr> <td>Implementation</td> <td>11/24</td> <td>12/14</td> </tr> </tbody> </table>		Milestone	Start Date	End Date	Vendor SOW Review	7/27	8/16	Vision & Scope Doc	8/16	9/5	Implementation	11/24	12/14
Milestone	Start Date	End Date											
Vendor SOW Review	7/27	8/16											
Vision & Scope Doc	8/16	9/5											
Implementation	11/24	12/14											

**22 ASIT – Asset Management (Absolute Manage)**

<b>Project Description</b>		<input checked="" type="checkbox"/> <b>On Target</b> <input type="checkbox"/> <b>Concern</b> <input type="checkbox"/> <b>Warning</b>	
<b>IT Project Manager: Frank Juarez</b>		<b>Business Project Owner: Mark Ewalt</b>	
<b>Start Date: 4/1/2013</b>		<b>Target Completion Date: TBD **On Hold**</b>	
<p>As part of University requirements, Auxiliary Services IT will implement a computer asset management program.</p> <p>The goal of this project is to implement a product to both manage hardware and software inventory, as well as physically track hardware throughout its useful life. This product will also provide ASIT with a patch management and group policy management tool, which will also be rolled out during this project.</p>			
<b>Accomplishments (for previous two weeks)</b>			
<ul style="list-style-type: none"> <li>• Proof of concept server installed</li> <li>• Absolute Manage software installed</li> <li>• Configure administrative accounts for Systems Analyst access</li> <li>• Configure Proof of Concept client installations</li> </ul>			
<b>Planned for Next Two Week</b>			
<ul style="list-style-type: none"> <li>• The Asset Management solution has been changed to Cisco’s Meraki product</li> <li>• Meraki installation verification on all Aux devices</li> <li>• Creation of Meraki audit/exception reports for use by ASIT</li> <li>• Management and Support strategy draft creation</li> </ul>			
<b>Open Issues</b>			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			

**23 Archived Project Summary**

Priority	Project Name	Requestor	Description
N/P	AS – Radio System Discovery Project (HSP, BKS, HOU, TSP, RAD, COL)	Mark Ewalt	DPS is discontinuing support of the current radio system. Perform discovery to determine usage of system by AS BU’s and suggest replacement projects.
N/P	COL – USC Network Usage Infrastructure Policy Map and Gap	Joe Furin	To prepare for the upcoming University audit perform an Internal assessment of adherence to SC policy and create a remediation list to be Prioritized by the COL
N/P	AS - USC Network Infrastructure Usage Policy pre-audit remediation (BKS, HSP, TSP, HOU, RAD)	Mark Ewalt	To prepare for upcoming University audit perform internal (AS IT) audit of remainder of business units for compliance to USC IT policy
N/P	HR – HR Website	Barbara Sladeck	Create a new website for HR
N/P	BKS – Create separate websites for Stanford, San Fran State and others to replace OsCommerce	Darren James	Create separate websites for schools to offer functionality to replace OsCommerce
N/P	RAD – Rewrite Rosso’s Website	Erika Chesley	Rewrite Rosso’s website to make it similar to the Edmondson
N/P	HSP – Rewrite Traditions Website	Erika Chesley	Rewrite Traditions website to make it similar to the Edmondson
N/P	HSP – Rewrite McKay’s Website	Erika Chesley	Rewrite McKay’s website to make it similar to the Edmondson
N/P	HSP – Rewrite UrbnMrkt Website	Erika Chesley	Rewrite McKay’s website to make it similar to the Edmondson
N/P	HSP – Expand URBNMRKT Landing Page to Website	Erika Chesley	Expand the existing single landing page for URBNMRKT into a complete, standalone website.
N/P	ADM – Automate Payroll Feed from Payroll to Accounting	Dave Racewicz	Automate the process so the feed from AIS is automatically converted into the data HR, the Controllers, and the Directors can use.
N/P	BKS – Sales Tax Table Integration Project	Marissa Tan	The ability to modify the backend so the process will update the sales tax according to shipper’s zip code for the states we can collect sales tax.

N/P	BKS – Mobile Applications for USC Bookstores	Darren James	Develop one or more applications using mobile technologies
N/P	TSP – Interactive displays at UPC Bus Stops	Michelle Garcia	Implement KIOSKs at selected bus stops displaying bus route information
N/P	Create/Update Commencement Website	Mark Ewalt	Create a new website or update the bookstore website to streamline ordering from Herf Jones for Commencement
N/P	BKS – Figueroa Press Rewrite	Mark Ewalt	Rewrite of Figueroa Press website.
N/P	TSP – Implement QR Functionality	Michelle Garcia	Begin using QR for marketing at Transportation locations.
N/P	HSP – Norris Healthcare Center POS Implementation	Kris Klinger	Implement POS solution at the NHC
N/P	ASIT – Arc-Sight Log Depository Implementation	Frank Juarez	Implement System Log archival solution for Auxiliary Services.
N/P	COL – Coliseum USCard Implementation	Joe Furin	Implement a process to accept USCard at the Coliseum
N/P	TSP – Flex/AIS Integration for IR	Noel Aguilar	When parking permits are issued against interdepartmental requisitions, the posting to both AIS and Flex is manual and managed separately.